



## Belfast City Council

<b>Report to:</b>	Strategic Policy and Resources Committee
<b>Subject:</b>	Recruitment of Head of Finance and Performance
<b>Date:</b>	19 August 2011
<b>Reporting Officer:</b>	Ronan Cregan, Director of Finance and Resources
<b>Contact Officer:</b>	Jill Minne, Head of Human Resources

### Relevant Background Information

Members will be aware that the former Head of Finance and Performance, Ronan Cregan, was appointed to the post of Director of Finance and Resources with effect from 4 July 2011.

Arrangements now need to be put in place to recruit the vacant Head of Finance and Performance post.

### Key Issues

In accordance with the Local Government Staff Commission's (LGSC) Code of Procedures on Recruitment and Selection:

- the post should be publicly advertised and the selection panel should comprise the Chair of the Committee and two other elected members from political parties not represented by the Chair, along with the Director of Finance and Resources and another director, or Head of Human Resources.
- the entire panel should be representative of gender and community background with all panel members having attended recent training in non-discriminatory recruitment and selection techniques; and
- an observer from the LGSC and a professional assessor may also be in attendance during the selection process but with no voting rights.

### Recommendations

It is recommended that the proposed recruitment schedule for filling the post of Head of Finance and Performance is as follows:

1. following council ratification, the vacancy will be publicly advertised on 8 and 9 September 2011 with a closing date of 23 September 2011;
2. the panel short-list will take place on 4 October 2011 from 9:30am to 11:30am;
3. short-listed candidates will be invited to attend a full day assessment centre on 10 and 11 October 2011;

4. Members' briefing and the selection panel meeting to approve the outcome of the assessment centre will be held on 12 October 2011 from 9:00am to 11:00am; and
5. the selection panel interviews will be held on 20 October 2011 (all day to be kept free).

Finally, it is recommended, in the interests of making an early appointment, that the selection panel be given full delegated authority to offer the post to the recommended candidate, with the outcome being reported back to committee for notation.

**Decision Tracking**

The outcome of the recruitment and selection process will be verbally reported to committee for notation on Friday 21 October 2011.